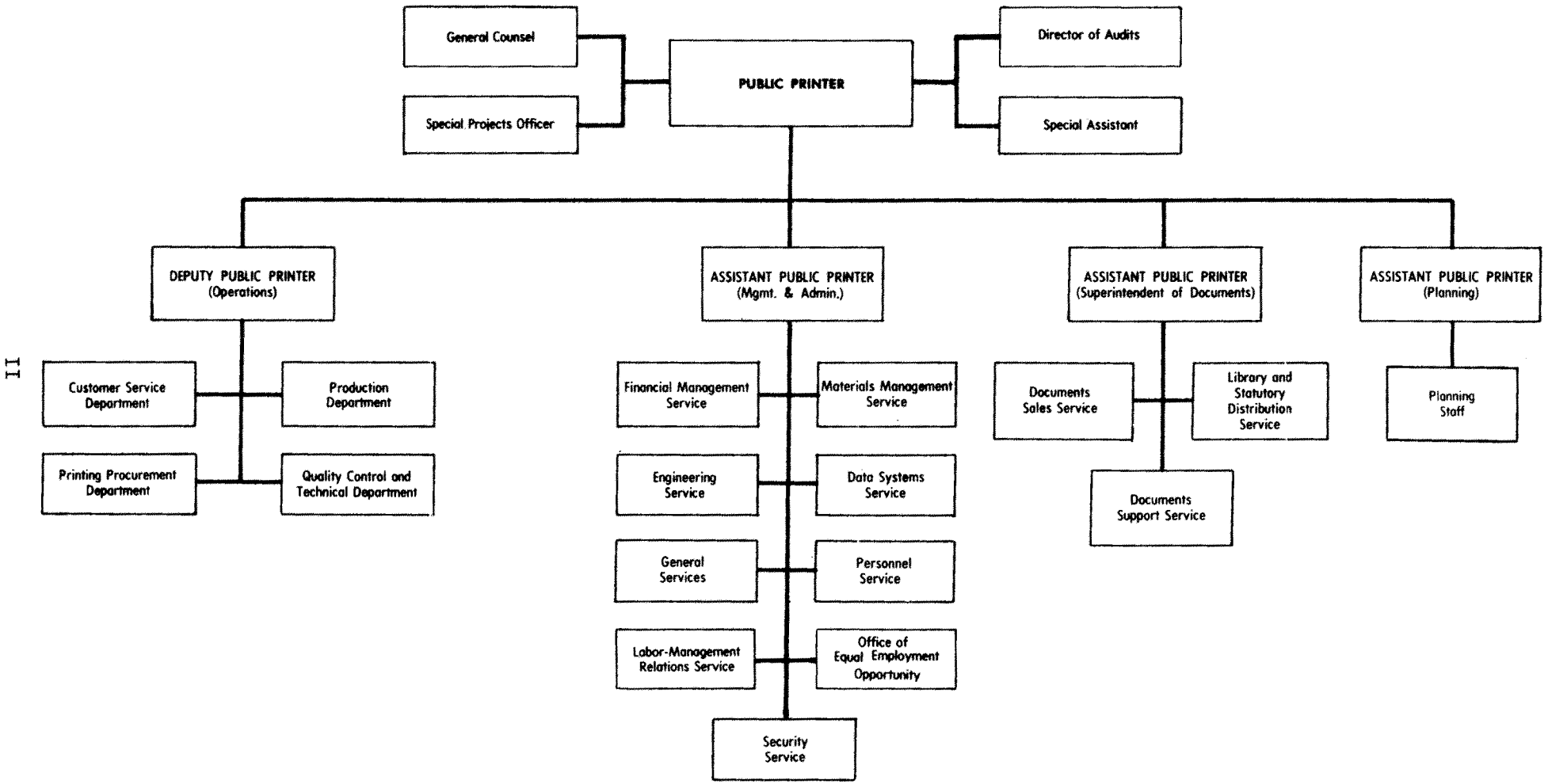
ANNUAL REPORT

OF THE

PUBLIC PRINTER

Fiscal Year 1979

UNITED STATES GOVERNMENT PRINTING OFFICE



PRINCIPAL EXECUTIVES OF THE
UNITED STATES GOVERNMENT PRINTING OFFICE

John J. Boyle
Public Printer

Samuel L. Saylor
Deputy Public Printer

Walter C. DeVaughn
Assistant Public Printer for Management and Administration

Carl A. LaBarre
Assistant Public Printer (Superintendent of Documents)

Wellington H. Lewis
Assistant Public Printer (Planning)

MEMBERS OF THE JOINT COMMITTEE ON PRINTING

Frank Thompson, Jr., Representative from New Jersey
Chairman

Claiborne Pell, Senator from Rhode Island
Vice Chairman

Augustus F. Hawkins, Representative from California
Member

William L. Dickinson, Representative from Alabama
Member

Howard W. Cannon, Senator from Nevada
Member

Mark O. Hatfield, Senator from Oregon
Member

Denver Dickerson
Staff Director

FOREWORD

The Government Printing Office began operations on March 4, 1861, in accordance with Congressional Joint Resolution 25 of June 23, 1860. The Act stated that the Superintendent of Public Printing was authorized and directed to have executed the printing and binding authorized by the Senate and House of Representatives, the Executive and Judicial Departments, and the Court of Claims.

The Government Printing Office is part of the Legislative Branch and is under the direction of the Public Printer of the United States. The Public Printer is required by law to be a practical printer versed in the art of bookbinding and is appointed by the President with the advice and consent of the Senate. The activities of the Government Printing Office are outlined and defined in the Act of October 22, 1968, as amended (82 Stat. 1238; 44 U.S.C.).

The GPO executes orders for printing and binding placed by Congress and Departments and establishments of the Federal Government. Two of the major publications printed are the Congressional Record and the Federal Register. The GPO furnishes blank paper, inks, and similar supplies to Government organizations on order. It prepares catalogs and indexes and distributes and sells Government publications. Over 25,000 different publications are sold by mail order and Government bookstores nationwide. The GPO administers the Depository Library Program which provides selected Government publications to designated libraries throughout the country. The distribution of consumer information to the general public is also performed by the GPO on a reimbursable basis for the General Services Administration.

GPO invites bids from commercial suppliers on a wide variety of printing and binding services. It awards and administers contracts and maintains liaison between ordering agencies and contractors.

HIGHLIGHTS

The products and services provided by the Government Printing Office for fiscal year 1979 amounted to $702 million which consisted of $427 million for printing and binding services purchased commercially, $179 million produced in-house, $23 million for the sale of blank paper and other services, $29 million for services associated with the distribution of publications to depository libraries and other related services, and $44 million for sales of publications to the general public.

During the year the proportion of congressional work converted from hot metal type to photocomposition processes increased sharply with all bills and most hearings being processed electronically. Also converted during the year to electronic printing were the four major Federal budget publications, the Budget of the U.S. Government, the Budget Appendix, the Special Analyses, and the Budget in Brief.

The Office continued its cost-reduction efforts during the year and the results of these efforts were reflected in the drop in total personnel from 7,574 employees on September 30, 1978, to 7,226 employees as of September 30, 1979. The total number of people employed on September 30, 1979, was the lowest total number of people employed by the GPO since February 1963.

The first increment of the Printing Procurement Regulation was initiated to consolidate and provide in one document all printing procurement regulations and guidelines.

The Production Reporting for Operations, Budgeting and Expenditures System (PROBE) was expanded to provide time, attendance, and labor reporting for all GPO employees.

Sales marketing activities for the General Sales Program were greatly expanded through the generation of special flyers and increased contact with media representatives. During the year procedures were adopted to allow the use of major credit cards when purchasing publications. This form of payment has proven to be very popular with Superintendent of Documents customers.

THE PUBLIC PRINTER'S PERSPECTIVE

The major emphasis of the Government Printing Office will be to continue to provide a more cost-effective and competitive operation that will insure the job security of GPO's employees and provide for commercial procurement of work that the Office is not equipped to do or which can be produced on schedule at lower cost.

Long-range cost-reduction efforts will continue to center on the relocation of the Government Printing Office to a modern plant that will permit greater efficiency through the use of more modern equipment and improved material-handling operations. More immediate efforts to reduce costs will center on the automation of various activities within the Office and the modernization of present plant and equipment.

Improving service to customers will remain a high priority goal throughout the Office. The development of an operations management information system is expected to reduce costs and improve service by supplying faster and more accurate information on customer inquiries. The continuing officewide support of the Quality Assurance Through Attributes Program is expected to help maintain and improve the quality of both in-house and commercially procured printing.

Improving productivity and increasing sales will continue to be major priorities in the Public Documents Area. Productivity increases are expected with the development of workload standards for each of the operational areas. The increased use of automation in many production areas is also expected to improve productivity. Additional emphasis on marketing and marketing-related activities is expected to increase substantially the sales of Government publications.

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OFFICE OF THE GENERAL COUNSEL

The General Counsel is the chief legal officer of the Government Printing Office and is responsible for providing legal services in all areas of law affecting the Government Printing Office.

Significant Achievements

In the factors of increased workload are broadened complexity of labor-management, litigation, legislation and contract appeals cases; research for interpretations of the Civil Service Reform Act and Ethics in Government Act; more time required to scrutinize proposed legislation and public laws, which have become more comprehensive and contain more regulatory detail; and the increase of required procurement opinions.

An important fraud case was decided in favor of the GPO and will have a broad effect on contractors doing work for the GPO. Through procedures in the District Court, the Office is receiving full restitution of the overcharges. Other cases ruled in favor of the GPO included six complex civil rights cases, which type of case continues to utilize a significant portion of staff resources.

The Contract Appeals Board was reorganized to add more members with a technical knowledge of printing and procurement to achieve a better blend of technical and legal backgrounds during the hearing of appeals.

Future Plans

Our staff anticipates the persistence of a high number of appeals under the disputes clause of GPO procurement contracts.

OFFICE OF AUDITS

The Office of Audits is responsible for making independent appraisals of the various GPO activities and operations including risk analysis, automated data systems, and financial and management reports, and for making full disclosure of the results; for performing management advisory services; and for conducting such external audits, including contract audits, as are deemed necessary. The Office of Audits maintains liaison with the General Accounting Office and other outside organizations reviewing the activities of GPO.

Significant Achievements

During the fiscal year the Office of Audits performed reviews of the management and operating practices pertaining to Central Office, Regional Printing Procurement and Field Printing Offices, Documents Sales operations, and financial accounts and related activities.

As a result of these reviews, 26 audit reports with greater depth and scope than the previous year were issued making recommendations to GPO management to enhance the economy, efficiency, and effectiveness of GPO operations. Implementation of these recommendations should result in substantial savings.

A comprehensive review of the management and operations of the Documents Department was performed by using computer-assisted auditing techniques. The Office of Audits also made a complete review of GPO's financial statements and provided followup on prior GAO and GPO audit recommendations.

Future Plans

In fiscal year 1980, the Office of Audits plans to continue the use of computer-assisted auditing techniques and the survey approach to increase its audit coverage, and will supply added effort to evaluate internal controls to detect and prevent fraud and contractor abuse. Additional planning will be directed to the performance of ADP systems reviews and participation in systems development.

SPECIAL ASSISTANT TO THE PUBLIC PRINTER

The Special Assistant to the Public Printer is responsible for providing GPO information to and maintaining good relations with the general public and trade press, trade organizations, and the printing industry; coordinating tours of the GPO by approved domestic and foreign visitors; and performing other staff duties for the Public Printer.

Significant Achievements

A slide-tape presentation describing the mission and functions of GPO was updated by explaining GPO's Printing Procurement Operations and it was shown nationwide to potential Office contractors.

A total of 64 tours of the GPO were conducted including 12 foreign visitor tours.

Future Plans

Exploration will continue of all media forms to provide dissemination of information concerning GPO plant operations which could be of interest or use to the commercial printing industry or other Government agencies.

SPECIAL PROJECTS OFFICER

The Special Projects Officer was responsible for conducting or directing the conduct of selected agency-level special projects, including the development of policy or systems and their implementation.

Significant Achievements

As the Office's liaison between the Joint Committee on Printing, GPO's top management, and the management consultants contracted by JCP, the Special Projects Officer provided technical assistance during the review, analysis, and evaluation of certain areas and facets of the Government Printing Office operations performed by the contractor under direction of the Joint Committee on Printing.

The Officer served as the Public Printer's spokesman at the Advisory Committee meetings conducted during the winter of 1978-79 related to the proposed revision of Title 44, U.S.C., and was the Office's focal point of contact for the numerous requests of necessary information on this vital project.

As a result of the Board of Contract Appeals being placed under the general administrative control of the Officer, operational procedures for processing cases were developed, qualified board members were selected and approved by the Public Printer, and 16 pending cases were assigned to board panels for examination and hearings.

Future Plans

The Officer expects that numerous requests from congressional committees for information will continue.

DEPUTY PUBLIC PRINTER (OPERATIONS)

The Deputy Public Printer performs such duties as are assigned by the Public Printer and acts as Public Printer in the absence of the Public Printer in accordance with Title 44 of the United States Code and other applicable laws. He is responsible for the direction of planning and production of printing and binding through in-house facilities and contractors. In this capacity, he supervises and coordinates the activities of the managers of the Customer Service, Printing Procurement, Production, and Quality Control and Technical Departments.

Perspective

The conversion to electronic photocomposition continued in fiscal year 1979. The proportion of congressional work diverted from hot metal type to photocomposition processes increased sharply during the year. Some of the more significant jobs converted during the year include the four annual publications comprising the Federal Budget and the Annual Supplement to the United States Code with substantial savings in time and costs. To support this increased activity, 25 more keyboard operators from the Composing Division were transferred and trained in the new process during the year. Plans are to continue to provide cross-training opportunities for employees affected by the transition from hot metal to photocomposition in order to meet GPO's goal of converting 90 percent of its total composition to electronic text processing by 1982.

The value of printing procured commercially increased substantially due to inflation, the escalating cost of paper, and the higher than normal quantity of forms ordered for the 1980 census.

The Quality Assurance Through Attributes Program was expanded within the Printing Procurement Department and a Quality Assurance Section was established in the Central Office. Although the section is still in a learning phase, improved quality has been noted in products furnished for inspection by a few specific contractors. The program is running smoothly and full implementation departmentwide is expected in January 1980.

Efforts will continue toward the complete modernization of equipment for the Congressional Record Room and the Binding Division which will provide adhesive binding capability for the Congressional Record and Federal Register.

As the year ended plans were underway to divide the Offset Division and merge the Offset Preparation and Offset Negative Sections with the Electronic Photocomposition Division to form a new Prepress Division. The Press and Plate Sections of Offset are in the process of being merged with the Letterpress Division to form a new Press Division.

CUSTOMER SERVICE DEPARTMENT

The Customer Service Manager is responsible for the activities of the Planning Service, Plant Planning, and Typography and Design Divisions and provides advice to the Public Printer and Deputy Public Printer on methods to improve GPO's ability to serve its customers.

PLANNING SERVICE DIVISION

The Planning Service Division is responsible for liaison with customer agencies; reviewing, recording, preliminary planning and processing of orders; coordinating the development of schedules for printing and binding services; maintaining informational and communicative services; pickup and delivery of copy, proofs, etc.

Production Analysis

The Planning Service Division processed 55,372 requisitions during this fiscal year, a slight increase over the previous year. Print orders processed during this fiscal year amounted to 42,245, a slight decrease from the previous year. A substantial decrease in spoilage was accomplished even though there was only a small percentage of decline in jackets issued.

Significant Achievements

Planning Service personnel were involved in nearly 400 meetings with customer agencies and commercial contractors concerning all phases of planning.

Numerous commendations were received from Congress and agencies not only for the efforts to meet requirements of individual jobs but, also, for the many savings achieved and the promptness of response to the constant demand for expeditious service.

Future Plans

The future plans of the Planning Service Division continue to be to provide customer satisfaction through timely response, accurate information, and maximum service. To accomplish these plans, the Division will continue to work on the development of an operations management information system which is expected to enhance our service image in terms of more rapid response to customer inquiries.

PLANT PLANNING DIVISION

The Plant Planning Division is responsible for planning, estimating, and preparing production schedules for plant production; preparing jackets covering requisitions for blank paper and miscellaneous supplies; and controlling inventory levels of paper and envelopes within the Office and printing contractors' plants.

Production Analysis

The Plant Planning Division prepared 28,600 regular, print order, and open jackets during fiscal year 1979 which is a slight increase over the previous fiscal year. This was accomplished with a decrease in the number of employees on board.

Significant Achievements

Many changes were recommended by Division personnel to decrease costs on individual jobs. Customer agencies realized savings of over $332,000 as a result of these changes, which was an increase of over 24 percent over fiscal year 1978. Included in these savings was one for $125,000 when the customer agreed to the suggestion to change the paper.

Future Plans

The Division will continue to give the best efforts to provide the most economical methods of production while maintaining the highest possible level of quality and schedules.

TYPOGRAPHY AND DESIGN DIVISION

The Division is responsible for providing design, illustration, consultation, and quality control services to all Government agencies and the departments and services of the Government Printing Office.

Production Analysis

The number of jackets processed by the Division during fiscal year 1979 totaled 5,250. Reflecting the trend toward fewer conferences for a longer period of time, the number of planning production conferences decreased by 60 percent to 108 while the hours spent in conference increased by 26 percent to 1,624.

Significant Achievements

Review procedures by Division technicians resulted in substantial savings in paper, ink, materials, and labor. The Division also reviewed all departmental color specifications for cost-effectiveness and esthetic quality.

The Quality Assurance Through Attributes Program was implemented with the Division controlling all quality level I and II jobs.

Eighty-one percent of all Division hours were charged to customer agencies with layout sketches averaging 88 per month and finished art work averaging over 450 pieces per month.

Future Plans

The demand for color work and Typography and Design quality control is expected to continue through the 1980 fiscal year. The Editorial Planning for Printing Production course is expected to be reduced from 4 weeks to 4 days and to be given four times a year instead of two.

PRINTING PROCUREMENT DEPARTMENT

The Printing Procurement Department is responsible for the procurement from commercial sources of printing, binding, and related products and services and for the management and operation of the field printing offices. These functions are accomplished under the direction of the Printing Procurement Manager, by coordination of the activities of the Commercial Printing Specifications, Central Office Printing Procurement, Regional Printing Procurement, and Field Printing Divisions.

Production Analysis

The value of printing and binding procured commercially by the Central Office during fiscal year 1979 amounted to $236 million, an increase of 38 percent over the previous year. The value of printing and binding procured by regional printing procurement offices amounted to $191 million, an increase of 27 percent over fiscal year 1978. Rapidly escalating paper costs, high-dollar-value procurements for the 1980 census, and inflation contributed to these high percentage increases. The number of individual jobs procured by the Central Office amounted to 63,000 and the number procured by regional offices was 176,000, a 3-percent increase for each. The value of printing and binding produced by the Field Printing Division amounted to $13 million, an increase of 10 percent over the previous year.

Significant Achievements

The Quality Assurance Through Attributes Program was expanded within the Department and requirements and provisions are now included in all specifications written for the Central Office that are of a general nature. Improved quality has been noted in products furnished for inspection.

A new word-processing system was installed with the capabilities to store all the term contracts and to generate contract reports and compliance letters. The system also is used to store the Manual of Standard Language which consists of standard clauses and formats for the automatic generation of specifications.

The first increment of the Printing Procurement Regulation was issued. It consolidates and provides in one document all of the printing procurement regulations and guidelines.

Future Plans

Procurement Management Assistance Reviews have been scheduled for next fiscal year to provide assistance to Department management in evaluating and improving the quality, efficiency, and effectiveness of the Department's procurement operations.

The Printing Procurement Progress Control System will be implemented in the regional offices as soon as the system is perfected in the Central Office. This automated data system will be designed to encompass the full spectrum of the Department's workflow.

As a result of a reorganization in the Central Office, the administration of small purchase contracts will be improved through better communications between printing contractors and the persons responsible for the preparation of specifications.

PRODUCTION DEPARTMENT

The Production Department is responsible for all in-plant printing production. The administrative functions are the prime responsibility of the Production Manager and his staff. Reporting to the Deputy Public Printer, this Department has direct responsibility for the Composing, Binding, Offset, Letterpress, Electronic Photocomposition, and Graphic Systems Divisions; and, also for the Library of Congress Branch, as well as a small installation at the Interior Department. The Delivery Section, Congressional Record Indexers, and congressional details are also responsibilities of this office.

GRAPHIC SYSTEMS DEVELOPMENT DIVISION

The Graphic Systems Development Division is responsible for the design, development, and integration of the automated graphic systems for our customers, and for applying these systems to the specific processing requirements for individual jobs by developing page formats and specifications for input to the system.

Production Analysis

The number of new formats designed and placed in production during fiscal year 1979 was 385 and the number converted from Linotron to VideoComp was 103. No comparison is possible with prior year figures since the Division was not created until July 1, 1978.

Significant Achievements

One of the most significant additions of the continuous development of GPO's Automated Composition System is subformat generation which reduces the composition time and costs for producing jobs containing large amounts of tabular matter.

An automated system that generates input for the Photocomposition System by extracting, analyzing, editing, and translating data from a common data base was developed. This system eliminates excessive keyboarding and proofreading in the production of publications for Congress and agencies.

Future Plans

The House and Senate Journals, which are publications similar to the Congressional Record, will be incorporated into the system and will be used to test, in a production environment, the enhancements which must be added to the system to produce the Congressional Record.

ELECTRONIC PHOTOCOMPOSITION DIVISION

The Electronic Photocomposition Division is responsible for producing photocomposition using input data produced in the Division and provided by customer agencies and commercial contractors. The Division also uses electronic text-processing systems, equipped with video-display keyboard terminals and optical character readers, to convert text matter to computer-readable form. In addition to creating input data for the photocomposers these systems are also the means for continuous maintenance (updating) of large text data bases that are reprinted periodically.

Production Analysis

The 1979 production statistics reflect the rapid and sustained growth of virtually every operation over the past 2 years. This growth is most clearly demonstrated by the doubling of total photocomposition output during the same 2-year time period. The decline in Linotron operations in 1979 is due to the gradual conversion of Linotron work to VideoComp production.

Significant Achievements

The Division has continued to absorb a steadily increasing workload as additional Federal printing is converted to text processing and photocomposition. Some of the more significant jobs converted during the year include the Budget of the U.S. Government, the Budget Appendix, the Special Analyses, the Budget in Brief, and the Annual Supplement to the United States Code.

The Division conducted extensive training programs at the Office of the Federal Register (OFR) which made it possible for a substantial portion of the editing and updating of the Code of Federal Regulations data base to be done directly by OFR personnel. OFR personnel also worked with Division personnel to redesign the page format of the Federal Register for the first time in its history.

Congressional work diverted from metal type to photocomposition processes increased sharply during the year. The bulk of committee hearings are now being photocomposed, and all congressional bills have been converted to electronic processing.

Future Plans

Division operating plans in the immediate future will be primarily concentrated on meeting the GPO's goal of converting 90 percent of its total composition to electronic text processing and photocomposition by fiscal year 1982. To meet these goals, the upgrading of equipment in certain areas will be necessary. Some of these areas include the addition of large-capacity disk data storage equipment, the upgrading of operating system software of text editing systems, and the replacement of the Linotron 1010 photocomposers with more modern equipment.

The conversion of the daily and bound editions of the Congressional Record to photocomposition is scheduled for January 1981, to coincide with the convening of the 1st session of the 97th Congress. The first phase of this conversion is planned for January 1980. At this time the Extension of Remarks portion of the Daily Record will begin in the Electronic Photocomposition Division.

COMPOSING DIVISION

The Composing Division is responsible for providing hot metal type or reproduction proofs to other divisions for completion of jobs for Congress and Federal agencies. Upon request, the Division also furnishes printing specialists to provide technical advice and guidance. A continuing responsibility is to provide assistance in the transition to electronic photocomposition.

Production Analysis

As anticipated, the production in the Composing Division continued to decline due to the conversion from hot metal to electronic photocomposition. Total payroll decreased more than 21 percent even though hourly wages increased. Ems of hot metal type produced totaled just over 843 million, a 39-percent decrease from fiscal year 1978. However, the ems-per-hour average increased almost 3 percent, to 4,573 ems per hour, indicating improved productivity. Further indications of the decline of the Composing Division include total employees down over 14 percent; overtime hours down about 52 percent; Congressional Record pages down 19 percent; and total hours down 24 percent.

Through this transitional period, the Composing Division will continue to provide available resources for technical assistance, production training, and any other areas that will insure a smooth progression of events.

Significant Achievements

A 2-year training program was established to advance monotype castermen to journeyman-level monotype keyboard operators.

The Ems Measurement Report underwent extensive changes and has proven to be a useful management tool and has been effective in increasing operator production.

The bill production operation in the Linotype Section was discontinued as a result of conversion to electronic photocomposition.

Future Plans

Consolidation of sections will receive major emphasis beginning with the elimination of the Patents Section in early fiscal year 1980. Later in the year steps will be taken toward combining the proofreading operations for Electronic Photocomposition and Composing into one section.

All phases of operation, including retraining of employees and elimination of surplus equipment, will be closely monitored to effectively continue the conversion to electronic photocomposition.

LETTERPRESS DIVISION

The primary mission of the Letterpress Division is to meet congressional requirements for printing produced by the letterpress process. The Division also prints other jobs assigned to it such as postal cards and miscellaneous departmental work. These tasks are accomplished by four sections: Main Press, Postal Card, Photoengraving, and Stereotype.

Production Analysis

A total of 265 million impressions was reported during fiscal year 1979. This was 10 percent below the previous 12-month period and reflects the Division's reduced workload caused by the continuing transition from hot metal to photocomposition. The Congressional Record and Federal Register total impressions were 74 million, or 8 percent above last year's total. Letterpress postal card production was 526 million, which was 22 percent below last year's production.

Significant Achievements

The last printing of the Congressional Record using stereotype plates was on April 10, 1979. The Stereotype Section was abolished April 22, 1979, and the equipment has since been removed. Letterpress is now printing the Federal Register and Congressional Record using photopolymer plates.

The Postal Card Section had four press cylinders modified this year to magnetic cylinders. They are now printing all the regular one-color postal cards with the use of photopolymer plates. The makeready and imposition time has been reduced by about 75 percent.

The Letterpress Division had a manpower ceiling of 437 in 1975. One of the goals of this Division has been to reduce manpower by 7 percent per year. This goal was met in 1976 and 1977. In fiscal year 1978 and 1979 the goal was exceeded by 3 percent and 16 percent respectively. With manpower at 272 the Letterpress Division can produce the needed work for Congress, and a continuation of at least a 7-percent reduction in personnel is again expected for fiscal year 1980.

Future Plans

The Letterpress Division and Offset Division are to be combined into one Press Division at the beginning of the next fiscal year. It is anticipated that the Emergency Unit of the Main Press Section will be phased out through attrition as transfers and retirements deplete their numbers. The Federal Register and the Congressional Record will continue to be printed on the present Record presses as long as the Government Printing Office remains in this building because of the durability and versatility of these presses.

OFFSET DIVISION

The Offset Division is responsible for producing printed matter by the photolithographic offset process and for performing necessary copy preparation tasks for both in-house and commercially procured work.

Production Analysis

During fiscal year 1979, total impressions for web and sheet-fed presses increased by 13 percent to 309 million impressions. Total makereadies also showed a 14-percent increase although total machine hours decreased 10 percent.

Significant Achievements

Modernization of the Offset Press Sections included the installation of three Group 87 perfecting presses and new areas readied for the installation of the new Group 88 web presses. Automatic water- and ink-leveling systems as well as a force-fed-piped ink supply were made operational on the Group 86 presses and pasting problems on these presses appear to have been solved.

The web presses showed an increase in hours, makereadies, and impressions as our newer presses increased production. Of particular note is a 22-percent increase in Group 86 impressions. It is also interesting to note that there were more makereadies (3 percent) and more impressions run (6 percent) on the sheet-fed presses in fewer hours than the previous fiscal year.

Future Plans

Plans are underway to divide this Division and merge the Offset Preparation and Offset Negative Sections with the Electronic Photocomposition Division to form Prepress. The Press and Plate Sections of Offset will be merged with the Letterpress Division to form the new Press Division.

BINDING DIVISION

The Binding Division is responsible for all finishing operations on work processed in the Government Printing Office. These operations include folding, gathering, inserting, sewing, stitching, casemaking, cutting, drilling, padding, and packaging. The Division also repairs and restores old bindings for Congress and Federal agencies.

Production Analysis

The production records, including an all-time low of sheets folded, continue to reflect the trend of less sheet-fed signature work and an increase of web-delivered signature work. The demand for casebound books decreased about 40 percent during fiscal year 1979, causing a reduction of almost 15 percent in books gathered. However, the number of books inserted increased 5 percent, indicating a basic switch to more economical production methods.

Although most major operations in the Bindery showed a decrease in production, U.S. passport production increased by about 2 percent. This increase, however, is below the Passport Office estimate of an annual 10-percent increase through 1985.

There was an increase of 6 percent in the total number of daily Federal Register copies processed. However, the offsetting decrease in total copies processed of the Congressional Record, Record Index, Register Index, and other related publications resulted in only a nominal increase in total production for these categories.

Significant Achievements

The Bindery Control Unit, which was originally established during fiscal year 1978, was staffed and equipped to approximately 75 percent of projected capacity. This unit, which is proving to be a viable tool for work control, monitors all jobs from entry into the Bindery until production steps are completed.

An automatic shrink plastic wrapping machine was installed and has almost tripled the production of the previous machine. This has reduced cost by over 60 percent.

Two disintegrater machines were purchased and installed for destruction of classified material by a method permitting adherence to the District of Columbia Air Quality Regulations.

Future Plans

The study of the plan to modernize the equipment for the Congressional Record will be continued. It is anticipated that a new configuration will provide production and mailing automation as well as capability for adhesive binding of the Congressional Record and the Federal Register.

A study of workflow will be conducted by Engineering Service to determine possible areas of productivity improvement.

An experimental order of a new passport design will be processed to determine feasibility of mechanization of passport assembly to meet the needs of the Passport Office.

LIBRARY OF CONGRESS BRANCH

The Library of Congress Branch is responsible for producing, by the letterpress process, catalog cards and certain job printing for the Library of Congress.

Production Analysis

The offset production of the Library Branch was transferred to the Catalog Distribution Service as of May 1979. The remaining letterpress operation continues to serve the Library of Congress although the letterpress requirements for the catalog cards are still declining. Due to overprinted subject headings, total press impressions have increased.

Significant Achievements

The employees of the Library Branch have been performing various functions as needed to achieve efficient and economical service for the Catalog Distribution Service during a period of planned reduction in force.

The Library Branch offset equipment was transferred to the Catalog Distribution Service and necessary steps were taken to charge the Library of Congress for the amortization cost of the equipment and necessary maintenance.

Future Plans

The reduction in work force will continue until only about 10 positions will be required to meet Library of Congress requirements. It is anticipated that the work level will then stabilize for several years.

Plans will be formulated for the physical transfer of the remaining Library Branch to the Central Office due to the Library of Congress leaving the Navy Yard Annex within the next 2 years.

QUALITY CONTROL AND TECHNICAL DEPARTMENT

The Quality Control and Technical Department develops and coordinates the GPO Quality Program. It is responsible for the laboratory testing of items utilized in the printing and binding operations, and the manufacture of select supply items such as inks, type metals, adhesives, etc. Technical support is provided to the various quality control

elements in the Office and the environmental and personnel protection programs of GPO. Ancillary functions include the maintaining of adequate inventories of press rollers and printing inks, the development of procurement specifications, monitoring materials, and work environments. The Department also maintains liaison with regulatory agencies and various technical organizations engaged in related work, and provides technical service and support to the plant, the Joint Committee on Printing, and other governmental agencies.

Production Analysis

The total number of samples tested during the fiscal year amounted to 9,803 (decrease of 14 percent). Printing inks manufactured totaled 153,214 pounds (increase of 33 percent) and purchased printing inks totaled 184,846 (decrease of 3 percent). The overall quantity of ink increased about 10 percent. Type metal issues decreased about 25 percent and continue to reflect the decrease of hot metal composition.

Significant Achievements

Improvements in control of quality were realized in many areas. These improvements include development and approval of specifications for three new printing papers; publishing of Quality Assurance Through Attributes Contract Terms; issuance of QATAP Printing Procurement Technical Manual and Central Office and Regional Printing Procurement Procedures Manuals; initiation of in-house, Departmental Service Office and Denver Field Printing Office production quality control programs; drafting of a Field Quality Control Manual; initiation of a pilot program for quality assurance of microfiche; and revision of the internal product quality audit report.

Other significant achievements were the development of a new procedure to identify sources of baled wastepaper; initiation of a defective paper tracking system; collection of about 40 samples to assure adequate environmental protection; restructuring of ink specifications and manufacturing procedures to better meet the needs of the Congressional Record, Postal Service, and other special requirements; providing technical assistance to other Departments and organizations throughout the industry. Additionally, four technical reports were published to keep management personnel abreast of new and emerging technology.

Future Plans

We plan to increase the efficiency of our testing program and reduce needless testing by updating specifications. We will stay abreast with changes in science and technology as well as Federal and District of Columbia laws to insure proper graphic art support and adequate control of environment, safety, health, etc.

We will initiate a method for rating the quality level of potential contractors.

We will continue to oversee the production changes within GPO with a view toward adjusting quality control materials and services to properly fill current needs.

We will start a program to measure quality of service by several means, not the least of which is recording, evaluating, and analyzing complaints.

ASSISTANT PUBLIC PRINTER FOR MANAGEMENT AND ADMINISTRATION

It is the responsibility of the Assistant Public Printer for Management and Administration (M&A) to provide the support services essential to insure effective functioning of all operating departments of the Office. The Assistant Public Printer (M&A) supervises the Office of Equal Employment Opportunity, the Comptroller, and the Directors of Data Systems, Engineering, General Services, Materials Management, Personnel, Labor-Management Relations, and Security, Investigations and Inspection; coordinates their operations; and advises the Public Printer on policy matters. Statistics applicable to these services are shown in table 17.

Perspective

During fiscal year 1979 the services within the Management and Administration area continued to be actively committed seeking improved methods to accomplish their missions. The Production Reporting for Operations, Budgeting and Expenditures System (PROBE) was expanded to provide time, attendance, and labor reporting for all GPO employees. A fully automated Savings Bond System was developed for implementation with the change to the new Series EE bonds scheduled early in 1980. The unqualified opinion given by the Comptroller General on the review of the GPO financial statements for fiscal years 1977 and 1978 attests to the fact that our accounting policies and procedures are in accordance with Government accounting standards and pertinent laws and regulations.

In an effort to develop uniform union contract provisions, eliminate duplicate negotiations, and reduce negotiating costs, we will continue seeking an agreement with the GPO Joint Council of Unions. This agreement will eliminate the negotiations with each union individually.

The appointment of a Data Base Administrator will lead to greater integrity of and better utilization of our overall data base as automation projects are initiated, expanded, or scheduled for implementation to further support officewide programs. The Materials Management Procurement and Control System will be further expanded to encompass procurement and receiving functions. A Voucher Processing and Payment System will be developed to record, control, approve, and pay all GPO bills. The General Ledger System will be fully automated to provide complete processing of financial, operating, and budget data and to provide more timely and flexible reports for all levels of management and operations.

As a result of a reorganization designed to provide improved service, the Office of Equal Employment Opportunity was established. It is anticipated that this organization will undergo significant modification to be more responsive to the needs of the GPO.

The management assistance provided in the form of presentations of financial, budgetary, productivity, and MBO data; analyses of word processing equipment, inventory controls, communications; and other analytical functions will be expanded.

Continued emphasis will be directed toward the prevention and detection of possible fraudulent activities within the procurement programs to insure their integrity, and to reduce the costs resulting from false claims.

As the need continues for building renovation, improved energy conservation, relocation of production equipment, and other maintenance-related actions, we will provide engineering resources necessary to insure compliance with OSHA and EPA regulations.

DATA SYSTEMS SERVICE

Data Systems Service provides a full range of data-processing services, including feasibility studies; the design, development, or procurement of computer systems and programs; and the implementation and processing of approved systems. The Service develops related policies, procedures, and controls.

Significant Achievements

A Planning and Performance Review Staff was established and a Data Base Administrator was appointed to more effectively carry out the Data Systems mission. A Data Systems Service Quarterly Planning Guide and a Data Systems Service Training Program were developed to increase management effectiveness by both users and Data Systems personnel.

Several major systems were implemented during the year, including the Notifications of Personnel Action, Maintenance Accounting System, Deposit Accounts System, Mail List Title File, and the Refund and Dishonored Check Control System.

Additional progress was made on the development of the Materials Management Procurement and Control System and the Operations Management Information System (OMIS).

Future Plans

A new central processing unit will be acquired and installed in fiscal year 1980 to provide storage and processing capability required by the continued implementation of online systems.

A Data Base Management System will be procured to help economically manage computer-based systems and improve the utilization of data resources.

Additional software packages and productivity improvement tools will be acquired to meet the projected heavy increase in computer workload.

ENGINEERING SERVICE

The Engineering Service provides professional engineering assistance for studies, work standards, system development, purchases and planning services plus the management and maintenance of all GPO facilities, machinery, and equipment in consonance with an effective and safe working environment for employees in order to meet the operational and economic requirements of the Office.

Significant Achievements

Energy conservation projects resulted in a 3-percent decrease in electricity, a 5-percent decrease in steam, and a 43-percent decrease in water consumption.

Renovation of more than 21,600 square feet of floor space was completed in the Production and Printing Procurement areas.

The Service installed and modified printing and binding equipment in the various production areas of GPO.

Approximately 10,000 blueprints and 88 sets of specifications were provided in support of various projects accomplished in-house or through competitive bidding.

The maintenance of the GPO PROBE and JC-80 systems as well as the ATEX text editing system of the Senate and House Information Service were transferred from outside contractors to Engineering's Electronic Systems Branch resulting in an estimated annual savings of $90,000.

Performance standards were established for keyboard operators in the Electronic Photocomposition Division by Industrial Systems Division.

Future Plans

Engineering Service will continue to work closely with departments, services, and divisions to expedite their renovation plans, equipment purchases, and installation requirements. The Service will also continue to monitor the maintenance service provided by outside vendors to determine if the service can be provided at a lower cost by using in-house personnel. It is expected that during the coming year additional work standards and preventive maintenance procedures will continue to be established and the majority of engineering shops' activities will be scheduled utilizing established performance standards.

FINANCIAL MANAGEMENT SERVICE

Financial Management Service provides financial services to meet officewide managerial and operating requirements in accordance with applicable laws and regulations. These services include budgeting, general accounting, cost accounting, ratemaking, billing, examination and certification, disbursing, property accountability, and productivity and work measurement.

Significant Achievements

Service provided by Financial Management Service to top management and operating managers was improved while the staffing was reduced by 32 employees, from 314 to 282, even though the workload increased.

Also significant in the improvement of services is the expansion and development of several automated systems including the expansion of the Production Reporting for Operations, Budgeting and Expenditures System (PROBE) resulting in more timely and accurate input cost and a cost savings of $978,000. Also, the Automated Refund and Dishonored Check Control System; the Automated Obligations and Pre-Certification System; and the automated Congressional Appropriation Cumulative Analysis Report were implemented during the year.

Payroll processing was improved resulting in earlier delivery of pay-checks, an improved security system for checks, the earliest issuance of W-2 withholding statements in GPO history, and the reporting of current leave balances on the Earnings and Leave Statement.

Future Plans

Efforts will be continued toward the goal of an automated General Ledger System which will utilize the advantages of computerized techniques to provide improved financial data including effective management forecasts.

An automated Voucher Processing System will be developed to record, control, certify, and generate payment of all bills of the GPO.

Development of a tracking system is planned to monitor estimated savings of approved capital projects and to provide incorporation of the Zero-Base Budget for the Capital Budget items.

GENERAL SERVICES

General Services provides a comprehensive range of general administrative services, management and systems analyses, and a responsive management information system in support of officewide managerial and operating requirements.

Significant Achievements

Major efforts were taken toward simplification of forms and systems to alleviate the paperwork burden, including the revision of the forms reordering procedure to accommodate the automated materials system and a major revision to Standard Form 1, Printing and Binding Requisition. Revised for the first time in over 30 years, this form is the primary document or requisition used by agencies for requesting printing and binding and associated products and services from the Government Printing Office.

Record-retention schedules were developed for selected Documents Areas and a records disposal project released 300 square feet of storage space.

Actions taken include strengthening bulletin board regulations; establishing guidelines to insure uniform submission of data for the Congressional Directory and Government Manual; replacing teletype equipment; expanding parking facilities by acquiring additional land; conducting cost/benefit and lease versus purchase studies on office equipment; providing word-processing assistance; analyzing the status of MBO projects; coordinating the preparation of Five-Year Plans for the Management and Administration Area; and changing telecommunications equipment for less expensive transmission.

Future Plans

Plans for the future include a feasibility study into the benefits of a GPO Management Information System and word-processing studies to identify additional areas of possible benefit.

Other management aids include the analysis of the GPO Cafeteria operation; the development of an internal printing management program; implementation of records retention schedules; further study of microfilming select Office records; updating of telecommunications equipment to achieve improved service at current or possibly reduced cost; and reducing the time involved in processing parking applications.

LABOR-MANAGEMENT RELATIONS SERVICE

The Labor-Management Relations Service provides effective representation of management's position in third-party proceedings, and engages in timely negotiations and grievance processing. These, and other forms of labor relations activities, are undertaken on behalf of the Public Printer, Deputy Public Printer, and Assistant Public Printers in accordance with applicable laws and regulations.

Significant Achievements

In order to develop uniform contract provisions, eliminate duplicate negotiations and reduce negotiating costs, combined negotiations are being conducted with the GPO Joint Council of Unions, which represents 14 Central Office unions, on many subjects of officewide concern. Negotiations on subjects peculiar to individual unions and units will continue to be held separately -- the results of which will be included in supplemental agreements.

The GPO was successfully represented in the Office's first arbitration of all Central Office blue-collar wages. The arbitrator granted only 1.3 percent over management's final offer. Arbitrators upheld management on all five grievances which were arbitrated.

Future Plans

Efforts to reach a master agreement with Central Office unions will continue as will the supplemental training of all supervisors in the new requirements of the Civil Service Reform Act. In addition, the processing of grievances and unfair labor charges will be streamlined.

MATERIALS MANAGEMENT SERVICE

The Materials Management Service is responsible for the acquisition of materials, equipment, supplies, commercial services, and transportation services; receiving, shipping, and maintaining current inventory records of paper, envelopes, materials, and supplies; and providing authorized support to Government Printing Office operations and other Federal agencies.

Significant Achievements

Virtually all paper procurement requirements were met, in spite of various difficulties caused by strikes at several paper mills and by the Teamsters Union.

Operating procedures for an online materials inventory system were developed and implemented in April 1979. Successful operations have resulted in the reassignment of approximately 12,000 line items, with expanded descriptions, into the system.

For the first time nonferrous metals are now being sold by term contract instead of periodic public sales and as a result the Office has received increased revenues and savings in space and labor. Substantial savings in transportation costs were realized by negotiating rates and auditing freight bills and vouchers.

Future Plans

The Materials Management Procurement and Control System will be further expanded during the coming year to encompass procurement and receiving functions. Automation of transportation functions will also be emphasized in order to handle anticipated increases in the volume of work.

Finally, a self-service store for general office supplies and forms is planned for the Central Office. This store will provide a convenient, centralized location for ready access to general office supplies and forms.

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

The Office of Equal Employment Opportunity is responsible for assisting the Public Printer in implementing affirmative programs designed to promote equal opportunity in employment and personnel practices within GPO; to provide equal employment opportunity counseling to employees and applicants at GPO; and to process formal complaints of discrimination based on factors prohibited by law.

Significant Achievements

A Career Progression System was developed for the Printing Procurement Department which formalizes and standardizes advancement opportunities for all nonprofessional GG employees into the professional series. This system, which is built on the knowledge, abilities, skills, and other characteristics approach, represents the first attempt to coordinate and relate all promotions and reassignments in the nonprofessional series to the Printing Procurement Department's comprehensive position structure.

A training session was conducted on promotion panel procedures for EEO representatives who serve as promotion panelists. A report writing program for the EEO counselors in the local field installations was developed and conducted to enhance their skills in preparing complete and concise reports of their counseling activities. Significant improvement has been noted in the reports submitted.

The Office conducted services to various community and civic organizations in the metropolitan area whose major objectives are identifying future career objectives among junior high students, and providing employment opportunities for minorities and women in areas of underrepresentation. Some of these services consisted of conducting workshops and assisting in the development of a comprehensive handbook for employees in one of the organizations.

Future Plans

The Affirmative Programs Division will intensify briefings and consultations with department and service heads regarding affirmative action goals and objectives with respect to organizational underrepresentation. The EEO Counseling and Complaints Processing Division plans at least one training session for local field and Central Office counselors and to schedule quarterly visits to the local field installations to talk with counselors and managers.

PERSONNEL SERVICE

Personnel Service provides a full range of personnel programs, including employment, career development, classification, employee relations, and occupational health services, in accordance with pertinent laws, Office of Personnel Management and Merit Systems Protection Board rules and regulations, and Office policies.

Significant Achievements

Retraining of employees continued in an attempt to minimize possible employee dislocations resulting from changes in printing technology. Reduction-in-force retention rosters were completed for journeyman employees in most production areas.

During 1979, a portion of the automated systems planned for the Employment Branch was tested, and a request was submitted to obtain services and equipment to complete the planned automation. In addition, training records were placed on a mini-computer which can produce reports and information that were not previously available.

A GPO Managers Conference in which 99 managers participated was totally organized by the Career Development Branch. This branch also conducted group counseling sessions for 150 employees at the Laurel complex concerning career development programs and self-development opportunities.

A new program for monitoring suggestions was established and has been effective in reducing suggestion processing time and substantially increasing employee participation in the Suggestion Program.

Future Plans

Reclassification of GG positions under the new Factor Evaluation System of Position Classification will continue as new standards are approved and issued by the Office of Personnel Management.

Further efforts will be made to automate within-grade increases and other items included in our Data Automation Plan.

The Service expects to complete development and begin teaching a new course for blue-collar work leaders.

SECURITY, INVESTIGATIONS, AND INSPECTION SERVICE

The Security, Investigations, and Inspection Service provides security, investigative, and inspection programs for Government Printing Office personnel and facilities, including law enforcement, conflict of interest reporting and monitoring, discrimination complaint and general investigations, internal control, and protective services in support of officewide managerial requirements and policies.

Significant Achievements

Investigation of possible fraudulent on-the-job injuries resulted in adverse personnel actions against several employees and helped hold the cost of continuance of pay compensation for the last three quarters of 1979 below that for the same period of 1978.

Investigations into possible fraudulent activities of commercial contractors resulted in the assessment of damages against several contractors.

Aggressive patrolling by uniformed GPO Special Policemen of areas adjacent to GPO minimized assaults and robberies of GPO employees.

Phase I of GPO's Automated Data Processing security inspection program identified control weaknesses and areas vulnerable to fraud and provided recommended changes to improve the security of these areas.

Future Plans

Continued emphasis and effort will be placed on the prevention and detection of possible fraudulent activities within the commercial procurement programs to insure their integrity. Further, the Service will continue its investigative efforts to reduce the high costs to the Government and GPO resulting from alleged work-related injury claims.

ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)

The major responsibilities of the Office of the Assistant Public Printer (Superintendent of Documents) are the sale of Government publications, the compilation of catalogs and indexes of Government publications, the distribution of Government publications to depository libraries, and the mailing of publications for members of Congress and Government agencies. The Documents Area is comprised of three major services: Documents Sales Service, Library and Statutory Distribution Service, and Documents Support Service.

Perspective

Sales marketing activities will be expanded through visits to publishing agencies, more frequent contact with media representatives, generation of special announcements, and participation in consumer awareness programs. In order to minimize postage costs, many special announcements and flyers will be inserted with regular mailings.

Throughout Documents, continued emphasis will be placed on improving service and productivity, and reducing costs through automation and mechanization. Organizational and operational approaches to management by program will be emphasized. Methods of monitoring the progress and effectiveness of program mission, goals, and objectives will be developed.

Workload in the Consumer Information (Free) Program and the Depository Library Distribution Program will increase by approximately 10 percent in 1980. The By-Law Distribution Program volume will increase by 20 percent or about 3 million copies during the election year. The General Sales Program constant dollar gross revenue is expected to increase by 5 percent which will be achieved through the creation of a broader awareness of Documents Publications. Other workload indicators will increase moderately. Personnel increases will remain modest and will be adjusted according to workload.

DOCUMENTS SALES SERVICE

The Documents Sales Service is responsible for the sale of documents in accordance with Title 44, United States Code, and other laws and regulations. This mission is performed through the General Sales, Special Sales, and the Consumer Information (Free) Distribution Programs.

Significant Achievements

The Sales Service has continued to make improvements in existing systems and procedures and to develop detailed functional systems requirements for enhancement to existing systems, as well as for major new systems.

The Service also increased marketing efforts in fiscal year 1979 through visits to publishing agencies, more frequent contact with media representatives and the generation of special flyers and announcements.

Credit cards were introduced early in the year and have proven popular with both telephone and mail order customers.

Future Plans

Future plans include a variety of projects aimed at increasing efficiency, improving service and expanding sales. Some of these projects include redesigning the subscription system so all customers' names will only appear once in the master file, and relocating bookstores in Los Angeles, Chicago, and Kansas City.

LIBRARY AND STATUTORY DISTRIBUTION SERVICE

The Library and Statutory Distribution Service is responsible for compilation of the Monthly Catalog, indexing of Government documents, distribution of Government documents to depository libraries, and mailing of documents for members of Congress and Government agencies.

Significant Achievements

Monthly catalog and depository record automation plans were completed during the year and implementation was begun. A total of 20,500 Government documents were converted to microfiche and 5.7 million copies were distributed to depository libraries. Ninety-eight new libraries were designated as depository libraries as the result of a new law which allows all accredited law school libraries to be designated as depository libraries.

The order preparation activities in the Consigned Stock Distribution Division were consolidated to improve workflow and control. This consolidation includes a corral picking layout and a conveyor system for completed orders.

Future Plans

Plans to automate various distribution functions will continue to be emphasized as will plans to automate the Monthly Catalog. The Service will also study the possible benefits of distributing microfiche separately.

DOCUMENTS SUPPORT SERVICE

The Documents Support Service is comprised of three Divisions which are responsible for directing work-supporting and management services necessary to the operation of the Office of the Assistant Public Printer (Superintendent of Documents).

Significant Achievements

A program for standardization and management of data elements for all Documents systems was established to reduce unnecessary duplication of information.

During the past year major efforts were devoted to refining and enhancing automated systems throughout the Documents organization. In the Sales Area the refinements were mainly devoted to preparing for future systems interfaces whereas in the Support Areas the enhancements were mainly directed toward improving existing systems.

Substantial savings were realized in postage costs at the Pueblo Distribution Center when service personnel developed a new method of sampling postage.

Future Plans

A Quality Assurance Plan will be developed in fiscal year 1980 to periodically analyze and evaluate Documents operations. Emphasis will also be placed on establishing a complete productivity program that will include production standards for all order processing areas.

ASSISTANT PUBLIC PRINTER (PLANNING)

The Office of the Assistant Public Printer (Planning) is responsible for assessing and forecasting the environment in which the Government Printing Office operates, and for advising the Public Printer as to events and trends which can impact the performance of his mission. The main thrust of this effort may conveniently be viewed as addressing technology, economics, social issues, and Government relations. Additionally, the staff coordinates and supports administratively the preparation of the annual Government Printing Office Five-Year Plan.

Perspective

The staff provides to the Public Printer and to other line managers specialized analytic and operations research support. For example, the forthcoming issue of the Five-Year Plan (fiscal years 1982-86) includes a strong focus on productivity improvement as measured by reduction of product unit cost. The long-term purpose of this approach is to exploit our rare (for Government) capacity to measure objectively outputs versus costs, for the benefit of our customers and, ultimately, the taxpaying public.

STATISTICAL APPENDIX

U.S. GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS, LIABILITIES AND INVESTMENT
AS OF SEPTEMBER 30, 1979
(IN THOUSANDS)

ASSETS

	Revolving Fund	(NOTE 1) Other Funds	Combined Funds
FUND BALANCES WITH U.S. TREASURY & CASH:			
Fund balances in U.S. Treasury	$ 7,025	$48,827	$ 55,852
Cash on hand and in transit	1,078	---	1,078
	8,103	48,827	56,930
ACCOUNTS RECEIVABLE AND ADVANCES:			
Accounts receivable:			
Government agencies (NOTE 2)	181,990	454	182,444
Other	365	---	365
Advances to employees	26	---	26
	182,381	454	182,835
INVENTORIES: (NOTE 3)			
Publications for sale, net	27,323	---	27,323
Printing work in process, at standard value	23,487	---	23,487
Paper, envelopes, and other supplies at cost	24,367	---	24,367
	75,177	---	75,177
PROPERTY, PLANT AND EQUIPMENT:			
Land and buildings, at cost	---	9,085	9,085
Equipment and building appurtenances	65,272	3,522	68,794
Construction work in progress (NOTE 4)	1,918	---	1,918
Less: Allowance for depreciation	(32,814)	(8,936)	(41,750)
	34,376	3,671	38,047
TOTAL ASSETS	$300,037	$52,952	$352,989

LIABILITIES AND INVESTMENT

	Revolving Fund	Other Funds	Combined Funds
LIABILITIES:			
Accounts payable (NOTE 5)	$ 74,760	$ 5,429	$ 80,189
Accrued salaries and wages	3,136	---	3,136
Savings bonds and taxes withheld	801	---	801
Employees accrued annual leave	5,762	626	6,388
Customers deposits, prepaid subscriptions and unearned revenue	26,072	---	26,072
	110,531	6,055	116,586
INVESTMENT OF U.S. GOVERNMENT:			
Capital	104,757	---	104,757
Retained earnings	81,516	---	81,516
Appropriations and other fund balances	---	46,897	46,897
Income from sales of publication payable to U.S. Treasury	3,233	---	3,233
	189,506	46,897	236,403
TOTAL LIABILITIES AND INVESTMENT	$300,037	$52,952	$352,989

TABLE 2

U.S. GOVERNMENT PRINTING OFFICE

REVOLVING FUND
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSE
FISCAL YEAR ENDED SEPTEMBER 30, 1979
(IN THOUSANDS)

REVENUE	
Printing and binding services performed for Government agencies and Congress (NOTE 6)	$606,050
Document sales to the public	44,413
Services associated with Document sales: Reimbursements by appropriations to the Superintendent of Documents (NOTE 7)	3,344
Services associated with depository libraries, cataloging and indexing, and distribution for other agencies: Reimbursements by appropriations to the Superintendent of Documents	24,695
Blank paper sales: Receipts from other Government agencies	21,646
Other	1,352
TOTAL REVENUE	$701,500
DIRECT COSTS	
Labor	$106,961
Material	45,194
Purchases of printing	402,686
Cost of publications sold	13,217
Cost of publications destroyed	5,467
TOTAL DIRECT COSTS	$573,525
GENERAL AND ADMINISTRATIVE EXPENSES	122,719
TOTAL EXPENSES	$696,244
NET INCOME TO THE REVOLVING FUND	$ 5,256
Add: Loss on Sale of Publications	6,541
NET INCOME RETAINED BY THE PRINTING AND BINDING REVOLVING FUND	$ 11,797
CHANGE IN EARNINGS RETAINED BY THE REVOLVING FUND	
Balance - October 1, 1978	$ 69,719
Add: Net income retained by revolving fund	11,797
Balance - September 30, 1979	$ 81,516

TABLE 3

U.S. GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AS OF SEPTEMBER 30, 1979
(IN THOUSANDS)

	Appropriation		(NOTE 8)	
	Printing & Binding For Congress	Superintendent of Documents	Other	Total
Balances - October 1, 1978	$ 33,161	$10,903	$8,026	$ 52,090
Source of funds:				
Appropriations	85,437	23,613	---	109,050
Reimbursements	---	4,616	---	4,616
Increase in investment of fixed assets	---	---	61	61
TOTAL FUNDS	$118,598	$39,132	$8,087	$165,817
Use of funds:				
Amounts paid to the revolving fund in payment for:				
Congressional printing and binding	$ 81,130	$ ---	$ ---	$ 81,130
General sales distribution	---	33	---	33
Special sales distribution	---	2,601	---	2,601
Distribution for other agencies	---	8,284	---	8,284
Depository library distribution	---	14,810	---	14,810
Cataloging and indexing	---	1,600	---	1,600
Depreciation on buildings, furniture and fixtures	---	---	414	414
Increase in liability for employees' annual leave, Superintendent of Documents	---	---	28	28
TOTAL DEDUCTIONS	$ 81,130	$27,328	$ 442	$108,900
Balances Available - September 30, 1979	$ 37,468	$11,804	$7,645	$ 56,917
Less: Funds to be returned to U.S. Treasury	6,508	3,512		
Funds Available - September 30, 1979	30,960	8,292		
Obligations	37,929	8,292		
Unfunded Obligations	$ 6,969	$ ---		

TABLE 4

U.S. GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
FISCAL YEAR ENDED SEPTEMBER 30, 1979
(IN THOUSANDS)

Payments from Congressional printing and binding appropriations to the revolving fund	
Congressional Record	$ 160
Hearings	23,241
Miscellaneous printing and binding	7,229
Bills, resolutions and amendments	9,511
Miscellaneous publications	5,989
Federal Register	63
Committee prints	7,293
House and Senate calendars	1,903
Documents	2,266
Supplements to the Code of Federal Regulations	321
Committee reports	3,906
Franked envelopes	805
Publications for International Exchange	1,249
Document franks	122
Automation of Federal Register	540
Details to Congress	5,626
Government Manual	130
Weekly Compilation of Presidential Documents	626
Public Papers of the President	264
Congressional Record Daily	9,386
Congressional Record Index	500
TOTAL PAYMENTS	$81,130
Payments from Superintendent of Documents appropriations to the revolving fund	
General sales distribution	$ 33
Special sales distribution	2,601
Distribution for other agencies	8,284
Depository library distribution	14,810
Cataloging and indexing	1,600
TOTAL PAYMENTS	$27,328

TABLE 5

U.S. GOVERNMENT PRINTING OFFICE

REVOLVING FUND
AMOUNTS DUE U.S. TREASURY
FROM SALE OF PUBLICATIONS
FISCAL YEAR ENDED SEPTEMBER 30, 1979
(IN THOUSANDS)

REVENUE	
Sales of publications to the public	$44,413
Reimbursements by appropriations to the Superintendent of Documents	3,344
Other revenue	363
TOTAL REVENUE	48,120
EXPENSES	
Cost of publications sold	13,217
Cost of publications destroyed	5,467
OTHER EXPENSES	
General and administrative expenses	23,546
Salaries and expenses	2,633
Postage expense	9,798
TOTAL EXPENSES	54,661
LOSS ON SALE OF PUBLICATIONS	($ 6,541)
STATUS OF AMOUNT DUE U.S. TREASURY	
Balance payable - October 1, 1978	$ 9,774
Less: Loss on Sale of Publications for Fiscal Year 1979	6,541
Balance payable - September 30, 1979	$ 3,233

TABLE 6

U.S. GOVERNMENT PRINTING OFFICE

REVOLVING AND OTHER FUNDS
STATEMENT OF CHANGES IN FINANCIAL POSITION
FISCAL YEAR ENDED SEPTEMBER 30, 1979
(IN THOUSANDS)

Funds provided:		
Printing and binding services performed		$606,050
Document sales to the public		44,413
Sales of paper		21,646
Appropriations:		
For Congressional printing and binding	$ 85,437	
For Superintendent of Documents	23,613	
Total Appropriations		109,050
Other revenue		1,352
Miscellaneous:		
Disposal of fixed assets	200	
Reimbursements to the Superintendent of Documents	5,327	
Total Miscellaneous Funds		5,527
Total Funds Available		$788,038
Funds applied:		
Operating expenses, less depreciation and net change in accrued annual leave		693,096
For Congressional printing and binding		81,130
Purchases of equipment		3,752
Funds returned to Treasury		10,020
Total Funds Applied		$787,998
Increase in working capital		$ 40

ANALYSIS OF WORKING CAPITAL	9-30-79	9-30-78	Increase (Decrease)
Fund balances with U.S. Treasury	$ 56,930	$ 72,299	($ 15,369)
Accounts receivable and advances	182,835	145,329	37,506
Inventories	75,177	63,972	11,205
	$314,942	$281,600	$ 33,342
Less:			
Liabilities excluding employees' accrued annual leave	110,198	76,896	33,302
Total Working Capital	$204,744	$204,704	$ 40

FOOTNOTES TO FINANCIAL STATEMENTS

1/ Other funds consist of account balances of the Congressional Printing and Binding Appropriation, the Printing and Binding Appropriation, Office of the Superintendent of Documents Salaries and Expenses Appropriation, Site Acquisition Appropriation, and the value of building structures and land which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 309). Other funds do not include a $300,000 appropriation for environmental impact study which was transferred to GSA.

2/ Accounts Receivable Government is net of $500,449 allowance for doubtful accounts.

3/ Publications for sale inventory is net of $3,171,432, allowance for unsalable publications, and is computed using average cost. Printing work-in-process represents in-plant work at standard value. Paper, envelopes and other supplies are composed of $18,138,907 for paper and envelopes using the first-in, first-out (FIFO) method of valuation and $6,228,440 for materials and supplies computed on a moving average cost basis.

4/ Construction work in progress represents an accumulation of engineering charges for material, labor and overhead that will be amortized upon completion.

5/ Accounts Payable does not include a contingent liability of $26,468,051 for the net value of sick leave earned and accumulated by employees of the Government Printing Office.

6/ Printing and Binding services performed for Government Agencies and Congress include intra-office sales of $20,630,249 and related profit for Printing and Binding work performed for the Superintendent of Documents Sales Program.

7/ The General Sales Program is no longer included in the Superintendent of Documents' Salaries and Expenses Appropriation since the enactment of Public Law 95-94.

8/ Other funds represent $4.6 million for the acquisition of a new site for the Government Printing Office, the book value of $1,430,286 for the Government Printing Office buildings and land, the Superintendent of Documents' furniture, machinery and equipment with a book value of $2,241,188 less the Superintendent of Documents' accrued annual leave for employees of $625,917.

SIGNIFICANT ACCOUNTING POLICIES

Assets, liabilities, revenue, and expenses are recognized on an accrual basis of accounting.

Land, buildings and equipment are stated at cost. Major remodeling costs, improvements and betterments to existing facilities and equipment are capitalized. Expenditures for maintenance and repairs which do not extend the life of the applicable assets are charged to expense as incurred.

Depreciation of the plant equipment and machinery is provided on a basis estimated by the Government Printing Office to be sufficient to write off the cost of the assets over their useful lives, using the straight line method.

When properties are retired or otherwise disposed of, the asset and accumulated depreciation accounts are adjusted accordingly. Any resulting profit or loss is charged or credited to current earnings.

Revenue generated by the Printing and Binding Operations is recognized when entered into work-in-process.

Revenue generated by the Sales of Publications Operations is recognized when publications have been shipped or when services have been performed.

Reserved retained earnings represent funds for future acquisitions of machinery and equipment.

Publications for sale inventory is computed using a stratified average cost that includes supplements; printing work-in-process is recorded at standard value; paper inventory is recorded at a standard cost using the first-in, first-out (FIFO) method of valuation; and the materials and supplies inventory is computed on a moving average cost basis.

Table 7

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE, FIELD PRINTING OFFICES AND COMMERCIALLY PROCURED WORK
FISCAL YEAR 1979

Class of Work	Copies	Type Pages Printed	Reproduced Pages Printed	Publications Bound	Amount Billed
Federal Register	7,725	---	2,882	---	$ 64,589
Supplement to the Code of Federal Regulations	1,709,991	---	113,625	---	7,445,689
Official Gazette	516,692	---	24,553	---	1,329,832
Specifications of Patents, Trademarks and Designs	718,209	22,434	---	---	312,599
Miscellaneous Publications	2,990,998,659	192,970	14,416,066	880,920	316,505,107
Postal Cards	545,587,357	---	---	---	2,723,688
Catalog Cards	7,062,466	---	---	---	468,598
Letterheads and Envelopes	435,185,059	---	---	---	8,191,365
Forms	5,808,877,435	---	---	---	54,585,919
Labels, Notices, Cards, and Posters	2,673,762,356	---	---	---	32,839,200
Blank Books	4,914,246	---	---	---	3,632,602
Multiforms	4,064,393,489	---	---	---	79,072,323
Binding	75,428	---	---	590	1,195,991
Binders	1,151,466	---	---	---	1,508,104
Miscellaneous	58,773,119	---	---	---	17,053,301
Microfiche	9,803,090	---	---	---	3,334,112
Blank Paper	1,490,698,104	---	---	---	21,857,065
Supplies and Services	759,114	---	---	---	87,248
Automation of the Federal Register	4,500	---	---	---	539,727
Federal Register (Agency Billings)	14,446,728	55,612	17,972	---	20,862,679
Details to Congress	---	---	---	---	5,626,358
U.S. Government Manual	88,174	---	1,073	---	265,388
Weekly Compilation of Presidential Documents	459,891	---	3,639	---	701,457
Public Papers of the President	14,299	---	4,718	5,738	349,947
Daily Congressional Record	6,041,804	31,570	4,579	---	10,420,202
Congressional Record Index	379,107	---	2,453	---	499,736
Congressional Record Bi-Weekly	20,232	---	---	---	218,832
TOTAL	18,116,448,740	302,586	14,591,560	887,248	$591,691,658
G.P.O. Departmental Service Office	109,427,396	---	---	---	7,660,047
Field Printing Offices	178,702,947	---	---	---	5,858,609
GRAND TOTAL	18,404,579,083	302,586	14,591,560	887,248	$605,210,314

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials		$161,211,201
Value of Outside Printing (Less Field Service Offices)		408,623,392
Blank Paper		21,857,065
G.P.O. Departmental Service Office	$7,660,047	
Field Service Offices	5,858,609	
Total Field and Departmental Service Offices		13,518,656
TOTAL AMOUNT BILLED		$605,210,314

TABLE 8

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT PRINTING OFFICE ON
COMMERCIALLY PROCURED WORK
FISCAL YEAR 1979

Class of Work	Copies	Type Pages Printed	Reproduced Pages Printed	Publications Bound	Amount Billed
Federal Register	7,725	---	2,882	---	$ 64,589
Supplement to the Code of Federal Regulations	1,709,991	---	113,625	---	7,445,689
Official Gazette	516,692	---	24,553	---	1,329,832
Specifications of Patents, Trademarks and Designs	718,209	22,434	---	---	312,599
Miscellaneous Publications	176,424,290	192,970	1,211,371	314,080	84,018,905
Postal Cards	545,587,357	---	---	---	2,723,688
Catalog Cards	7,062,466	---	---	---	468,598
Letterheads and Envelopes	163,149,481	---	---	---	3,331,406
Forms	181,436,499	---	---	---	2,168,008
Labels, Notices, Cards, and Posters	77,393,111	---	---	---	4,947,626
Blank Books	3,865,481	---	---	---	3,038,948
Binding	24,611	---	---	558	1,038,137
Miscellaneous	37,751,250	---	---	---	10,751,602
Blank Paper	1,490,698,104	---	---	---	21,857,065
Supplies and Services	759,114	---	---	---	87,248
Automation of the Federal Register	4,500	---	---	---	539,727
Federal Register (Agency Billings)	14,446,728	55,612	17,972	---	20,862,679
Details to Congress	---	---	---	---	5,626,358
U.S. Government Manual	88,174	---	1,073	---	265,388
Weekly Compilation of Presidential Documents	459,891	---	3,639	---	701,457
Public Papers of the President	14,299	---	4,718	5,738	349,947
Daily Congressional Record	6,041,804	31,570	4,579	---	10,420,202
Congressional Record Index	379,107	---	2,453	---	499,736
Congressional Record Bi-Weekly	20,232	---	---	---	218,832
TOTAL	2,708,559,116	302,586	1,386,865	320,376	$183,068,266
G.P.O. Departmental Service Office	109,427,396	---	---	---	7,660,047
Field Printing Offices	178,702,947	---	---	---	5,858,609
GRAND TOTAL	2,996,689,459	302,586	1,386,865	320,376	$196,586,922

TABLE 9

STATEMENT OF CLASSES AND BILLINGS FOR WORK
COMMERCIALLY PROCURED INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
FISCAL YEAR 1979

Class of Work	Copies	Reproduced Pages Printed	Publications Bound	Amount Billed
Miscellaneous Publications	2,814,574,369	13,204,695	566,840	$232,486,202
Letterheads and Envelopes	272,035,578	---	---	4,859,959
Forms	5,627,440,936	---	---	52,417,911
Multiforms	4,064,393,489	---	---	79,072,323
Labels, Notices, and Posters	2,596,369,245	---	---	27,891,574
Blank Books	1,048,765	---	---	593,654
Miscellaneous	21,021,869	---	---	6,301,699
Binding	50,817	---	32	157,854
Binders	1,151,466	---	---	1,508,104
Microfiche	9,803,090	---	---	3,334,112
TOTAL	15,407,889,624	13,204,695	566,872	$408,623,392

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1979

CONGRESS:	1110*	1120**	
Congressional Record	$ 138,568	$ 21,546	
Miscellaneous Publications	5,159,713	829,014	
Miscellaneous Printing and Binding	7,217,659	---	
Publications for International Exchange	86,645	1,162,440	
Franked Envelopes	805,096	---	
Document Franks	122,895	---	
House and Senate Calendars	1,895,088	7,456	
Bills, Resolutions and Amendments	9,477,277	33,528	
Committee Reports	3,959,882	-54,321	
Documents	2,348,482	-82,183	
Hearings	23,241,000	---	
Federal Register	63,320	---	
Automation of the Federal Register	539,727	---	
Supplement to the Code of Federal Regulations	321,186	---	
Committee Prints	7,292,726	370	
Details to Congress	5,626,328	---	
Government Manual	339	130,214	
Weekly Compilation of Presidential Documents	255	625,340	
Public Papers of the President	139,746	123,814	
Congressional Record Daily	2,472,238	6,913,948	
Congressional Record Index	131,295	368,441	
Subtotals	$71,039,465	$10,079,607	
Total Congressional			$81,119,072
Action			733,919
Administrative Conference of the United States			13,723
Advisory Commission on Intergovernmental Relations			75,654
Air Force Systems Command			3,242,940
Board for International Broadcasting			11,007
Central Intelligence Agency			855,744
Civil Aeronautics Board			669,115
Commission on Civil Rights			385,302
Commission on Security in Europe			47,962
Commodity Futures Trading Commission			143,857
Community Services Administration			340,142
Congressional Budget Office			300,000
Consumer Product Safety Commission			773,092
Cost Accounting Standards Board			33,175
Council on Wage and Price Stability			73,674
Defense Logistics Agency			6,207,051
Defense Mapping Agency			2,098,671

*Congressional Printing and Binding
**Printing and Binding

Delaware River Basin Commission	$ 6,761
Department of Agriculture	22,986,125
Department of Commerce	23,292,106
Department of Defense	1,541,769
Department of Energy	17,576,807
Department of Health, Education, and Welfare	45,279,616
Department of Housing and Urban Development	6,783,732
Department of Justice	6,725,202
Department of Labor	9,759,107
Department of State	6,002,150
Department of Transportation	12,671,554
Department of the Air Force	30,312,082
Department of the Army	72,227,286
Department of the Interior	15,900,329
Department of the Navy	48,758,377
Department of the Treasury	7,563,433
District of Columbia	434,443
Environmental Protection Agency	6,709,026
EOP - Council of Economic Advisors	97,405
EOP - Council on Environmental Quality	254,626
EOP - Executive Residence	15,594
EOP - Office of Administration	116,954
EOP - Office of Management and Budget	1,487,085
EOP - Office of Science and Technology Policy	5,821
EOP - Office of the Special Representative for Trade Negotiations	142,016
EOP - The White House Office	462,777
Equal Employment Opportunity Commission	154,318
Export-Import Bank of the United States	62,898
Farm Credit Administration	12,332
Federal Communications Commission	1,376,256
Federal Deposit Insurance Corporation	100,564
Federal Election Commission	149,966
Federal Home Loan Bank Board	271,020
Federal Judicial Center	27,284
Federal Maritime Commission	175,215
Federal Mediation and Conciliation Service	42,680
Federal Power Commission	38,570
Federal Reserve System	227,131
Federal Trade Commission	627,530
Foreign Claims Settlement Commission	7,171
General Accounting Office	1,397,548
General Services Administration	18,399,884
Indian Claims Commission	12,401
Inter-American Foundation	6,157
Internal Revenue Service	44,221,998
International Communications Agency	434,943
Interstate Commerce Commission	2,010,053
Library of Congress	4,316,056
Library of Congress (GPO Library Branch)	878,435
National Academy of Sciences	6,840
National Aeronautics and Space Administration	7,034,269

National Capital Planning Commission	$ 65,530
National Center for Productivity and Quality of Working Life	29,167
National Commission on Libraries and Information Science	28,286
National Credit Union Administration	258,550
National Endowment for the Arts	147,636
National Endowment for the Humanities	187,508
National Gallery of Art	149,415
National Labor Relations Board	707,710
National Mediation Board	24,900
National Science Foundation	648,272
National Security Agency/Central Security Services	4,446,869
Nuclear Regulatory Commission	1,454,453
Occupational Safety and Health Review Commission	11,990
Office of Technology Assessment	287,841
Panama Canal Company	42,630
Patent and Trademark Office	4,908,419
Pennsylvania Avenue Development Corporation	15,089
Pension Benefit Guaranty Corporation	116,741
Postal Rate Commission	23,252
Private Orders	22,098
Railroad Retirement Board	72,830
Renegotiation Board	35,928
Sales of Publications Operations	20,630,249
Securities and Exchange Commission	966,773
Selective Service System	195,722
Small Business Administration	1,940,600
Smithsonian Institution	567,566
Stationery Room (House and Senate)	102,620
Superintendent of Documents (Depository Libraries)	9,607,498
Superintendent of Documents (Other than D. L.)	4,302,975
Supreme Court of the United States	439,042
Tennessee Valley Authority	67,575
United States Civil Service Commission	3,943,797
United States Court of Claims	118,070
United States Courts	514,673
United States District Courts	10,645
United States International Trade Commission	141,146
United States Postal Service	23,715,152
United States Railway Association	11,166
United States Tax Court	95,087
Veterans Administration	7,839,318
Water Resources Council	55,794
***Other Agencies	31,930
GRAND TOTAL	$605,210,314

***Less than $5,000

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS, AND INDEPENDENT GOVERNMENT ESTABLISHMENTS - FISCAL YEAR 1979

Action	6,806,801
Advisory Commission on Intergovernmental Relations	204,600
Administrative Office of the United States Court	459,009
Air Force Systems Command	4,765,289
Central Intelligence Agency	32,823
Civil Aeronautics Board	123,762
Commission on Civil Rights	483,326
Committee on Security and Cooperation in Europe	12,000
Commodity Futures Trading Commission	35,265
Community Services Administration	858,207
Congressional Budget Office	229,083
Congressional Printing and Binding	26,892,502
Consumer Product Safety Commission	6,614,267
Council on Wage and Price Stability	412,400
Defense Logistics Agency	14,612,810
Defense Mapping Agency	1,465,796
Department of Agriculture	229,060,846
Department of Commerce	136,947,189
Department of Defense	10,049,902
Department of Energy	48,977,190
Department of Health, Education, and Welfare	505,658,075
Department of Housing and Urban Development	44,392,863
Department of Justice	12,851,144
Department of Labor	41,398,743
Department of State	13,067,937
Department of Transportation	320,384,601
Department of the Air Force	112,128,169
Department of the Army	263,434,823
Department of the Interior	55,319,759
Department of the Navy	157,713,854
Department of the Treasury	33,383,095
District of Columbia	128,793
Environmental Protection Agency	11,718,151
EOP - Council of Economic Advisors	11,719
EOP - Council on Environmental Quality	161,739
EOP - Executive Residence	50,848
EOP - Office of Administration	21,299
EOP - Office of Management and Budget	236,855
EOP - The White House Office	20,673
Equal Employment Opportunity Commission	307,973
Export - Import Bank of the United States	23,605
Federal Communications Commission	1,833,210
Federal Election Commission	606,310
Federal Executive Board	6,000
Federal Home Loan Bank Board	140,835
Federal Judicial Center	48,520
Federal Mediation and Conciliation Service	127,604
Federal Register	14,345,434

Federal Trade Commission	1,674,000
Foreign Claims Settlement Commission	13,292
General Accounting Office	1,512,687
General Services Administration	75,059,623
Internal Revenue Service	449,922,443
International Communication Agency	132,531
Interstate Commerce Commission	189,766
Library of Congress	11,776,340
National Aeronautics and Space Administration	12,805,808
National Capital Planning Commission	10,969
National Center for Prod. and Quality of Working Life	38,002
National Commission on Libraries and Information Science	178,500
National Credit Union Administration	972,220
National Endowment for the Arts	279,560
National Endowment for the Humanities	654,601
National Gallery of Art	1,886,558
National Labor Relations Board	796,498
National Mediation Board	18,307
National Science Foundation	373,651
National Security Agency/Central Security Service	931,064
National Security Council	20,248
Nuclear Regulatory Commission	965,997
Office of Technology Assessment	108,089
Office of The Special Representatives for Trade Negotiation	17,833
Panama Canal Company	6,577
Patent and Trademark Office	269,748
Pension Benefit Guaranty Corporation	517,801
Printing and Binding	3,180,046
Railroad Retirement Board	12,743
Sales of Publications Operations	45,850,207
Securities and Exchange Commission	1,623,661
Selective Service System	1,001,437
Small Business Administration	13,396,782
Smithsonian Institution	2,016,816
Superintendent of Documents (Depository Library)	14,835,965
Superintendent of Documents (Other than D. L.)	3,044,480
Supreme Court of the United States	386,974
Tennessee Valley Authority	5,978
United States Civil Service Commission	56,235,482
United States Court of Claims	61,626
United States International Trade Commission	13,835
United States Postal Service	127,514,744
United States Tax Court	36,088
Veterans Administration	90,759,439
Water Resources Council	19,650
*Other Agencies	32,829
TOTAL	2,999,727,193

*Less than 5,000 Publications.

SCHEDULE OF
ACCOUNTS RECEIVABLE GOVERNMENT AGENCIES
AS OF
SEPTEMBER 30, 1979
(PRINTING AND BINDING OPERATIONS)

Air Force Systems Command	$ 719,848
Central Intelligence Agency	55,656
Commission on Civil Rights	4,525
Community Services Administration	7,924
Defense Logistics Agency	1,049,502
Defense Mapping Agency	403,721
Department of Commerce	40,734
Department of Defense	292,793
Department of Energy	890,745
Department of Health, Education & Welfare	546,837
Department of Housing and Urban Development	32,828
Department of Labor	111,530
Department of Transportation	40,288
Department of the Air Force	1,996,040
Department of the Army	14,198,538
Department of the Navy	11,826,957
District of Columbia	206,596
Delaware River Basin Commission	4,681
Energy Research and Development Administration	5,094
Environmental Protection Agency	26,531
Equal Employment Opportunity Commission	11,591
Executive Office of the President	9,974
Federal Deposit Insurance Corporation	6,988
Federal Judicial Center	7,321
Federal Executive Board	2,303
Federal Reserve System	33,849
General Accounting Office	52,410
General Services Administration	137,594
Library of Congress	38,174
National Aeronautics & Space Administration	154,953
National Security Agency/Central Security Service	165,080
Nuclear Regulatory Commission	14,213
Privacy Protection Commission	5,953
Securities and Exchange Commission	3,500
Tennessee Valley Authority	25,851
United States Courts	131,055
United States Court of Claims	8,347
United States District Courts	4,628
United States Postal Service	5,484
United States Supreme Court	37,406
Veterans Administration	5,296
All Other Agencies	52,747
TOTAL	$33,376,085

TABLE 13

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1970 to 1979

FISCAL YEAR	
1970	$ 230,371,146
1971	223,009,079
1972	243,759,730
1973	296,248,509
1974	354,036,221
Total, 1970 to 1974, inclusive	$1,347,424,685
1975	456,140,286
1976*	503,873,657
1977	437,129,777
1978	500,545,298
1979	605,210,314
Total, 1975 to 1979, inclusive	$2,502,899,332
Grand Total, 1970 to 1979, inclusive	$3,850,324,017

Percentage of Increase
Five-year Period 1975 - 1979 over 1970 - 1974 86%

*Does not include $95,353,251 billed in 19TQ

TABLE 14

PRINTING AND BINDING OPERATIONS
SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
SEPTEMBER 30, 1979

	ACQUISITION VALUE	ACCUMULATED DEPRECIATION	NET BOOK VALUE
CLASS I			
Plant Machinery and Equip.	$40,650,835	$22,937,452	$17,713,383
CLASS II			
Building Appurtenances	23,294,294	9,293,998	14,000,296
CLASS III			
Office Machinery and Equip.	670,805	217,001	453,804
CLASS IV			
Furniture and Fixtures	192,086	105,670	86,416
CLASS V			
Motor Vehicles	464,489	260,042	204,447
TOTAL	$65,272,509	$32,814,163	$32,458,346

SEPTEMBER 30, 1978

	ACQUISITION VALUE	ACCUMULATED DEPRECIATION	NET BOOK VALUE
CLASS I			
Plant Machinery and Equip.	$39,022,047	$21,832,471	$17,189,576
CLASS II			
Building Appurtenances	23,211,355	8,655,165	14,556,190
CLASS III			
Office Machinery and Equip.	441,415	209,918	231,497
CLASS IV			
Furniture and Fixtures	193,277	100,767	92,510
CLASS V			
Motor Vehicles	461,381	205,346	256,035
TOTAL	$63,329,475	$31,003,667	$32,325,808

TABLE 15

U.S. GOVERNMENT PRINTING OFFICE

EMPLOYEES ON THE ROLL*
AS OF SEPTEMBER 30, 1979

Executive Offices	
Public Printer	7
General Counsel	10
Office of Audits	12
Special Projects Officer	2
Special Assistant to the Public Printer	3
Total Executive Offices	34
Planning Staff	5
Operations	
Customer Service	130
Printing Procurement	687
Quality Control and Technical	45
Production:	
Manager, Details, Delivery and Library of Congress	195
Binding	977
Composing	998
Electronic Photocomposition	365
Graphic Systems Development	17
Letterpress	272
Offset	645
Total Operations	4,331
Management and Administration	
Data Systems	154
Engineering	491
Financial Management	282
General Services	23
Labor-Management Relations	8
Materials Management	259
Office of Equal Employment Opportunity	16
Personnel	104
Security, Investigations, and Inspection	117
Total Management and Administration	1,454
Documents Area	
Superintendent of Documents	6
Documents Sales	984
Library and Statutory Distribution	184
Documents Support	187
W.A.E. Program	41
Total Documents	1,402
Total GPO Employees	7,226

*INCLUDES PERMANENT, TEMPORARY, AND W.A.E. EMPLOYEES

DEPUTY PUBLIC PRINTER (OPERATIONS)
STATISTICS FOR
FISCAL YEAR 1979

CUSTOMER SERVICE DEPARTMENT

PLANNING SERVICE DIVISION

Orders received	97,617
Jackets issued	44,248
Informal estimates made	203
Spoilage reports processed	810
Waivers issued	162

PLANT PLANNING DIVISION

Schedules established	27,468
Production plans developed	10,560
Estimates made	12,933
Sales prices developed	9,219
Jackets prepared	28,601
Jackets scheduled	13,521
Jackets, etc., photocopied	226,063
Purchase requests prepared	2,628
Transfers processed	1,080
Requisitions received	4,678

TYPOGRAPHY AND DESIGN DIVISION

Jackets processed	5,250
Orders for photoengravings	608
Halftones and linecuts ordered	2,759
Furnished art pieces	5,439
Layout sketches	1,058
Dummy pages pasted	2,370
Photographic requests	1,260
Finisned pieces (photo)	8,335

PRINTING PROCUREMENT DEPARTMENT

Cost of printing and binding procured commercially:	
Central Office	$222,665,718
Regional Offices	180,020,316
Total cost	$402,686,034
Number of jobs processed:	
Central Office	63,029
Regional Offices	176,410

PRODUCTION DEPARTMENT

GRAPHIC SYSTEMS DEVELOPMENT DIVISION

Direct chargeable hours	14,193
New formats designed and implemented	385
Formats converted from Linotron to Videocomp	103

ELECTRONIC PHOTOCOMPOSITION DIVISION

Photocomposition input (folios)	1,772,106
Photocomposition output (frames):	
Linotron	237,704
Videocomp	2,127,470

COMPOSING DIVISION

Ems set (thousands)	843,207
Congressional Record issues	159
Congressional Record pages	35,480

LETTERPRESS DIVISION

Congressional Record issues	159
Federal Register issues	276
Press makereadies	63,864
Press impressions	265,288,053
Postal cards printed	489,219,000*
Platemaking - major production items (sq. in.):	
Stereo flat plates	8
Stereo curved plates	9,336
Magnesium - flat and curved	10,836
Photopolymer wraparound plates	263
Photopolymer curved plates	101,240
Photopolymer flat plates	21,530
Photopolymer envelope plates	1,386
Rubber plates	2,470
Negatives	178,492

*Does not include 78,954,000 postal cards produced by Offset Division and included in Offset's press impressions.

OFFSET DIVISION

Jackets processed	13,153
Congressional work (pages):	
Bills	72,138
Hearings, Comm. Prints. and Misc.	1,091,934
Senate Calendars	3,020
House Calendars	9,872
Supreme Court Decisions	4,064
Proofs processed	2,577,257
Congressional Record	3,012
Federal Register	6,500
Presidential Docs.	3,754
Official Gazette and Trade Marks (Pages)	24,553
Negatives and positives	1,637,408
Square inches of film	93,418,523
Proofs	1,158,266
Proofs (color key)	5,905
Number of plates	87,336
Square inches of plates	142,914,300
Press machine hours	120,586
Press makereadies	88,450
Press impressions	309,401,667

BINDING DIVISION
(in thousands)

Sheets folded	173,238
Books gathered	20,901
Books inserted	60,282
Passports made	4,096
Sheets hand gathered	10,256
Sheets drilled	401,913
Sheets punched	8,407
Sheets cut	165,083
Adhesive bound books	5,435
Signatures sewed (machine)	25,599
Books cased-in	546
Cases made	589

QUALITY CONTROL AND TECHNICAL DEPARTMENT

Samples tested	9,803
Manufactured printing inks (lbs.)	153,214
Purchased printing inks (lbs.)	184,846
Press rollers purchased	637
All type adhesives (lbs.)	266,100
Type metal for remelting (lbs.)	6,262,584

ASSISTANT PUBLIC PRINTER FOR MANAGEMENT AND ADMINISTRATION
STATISTICS FOR
FISCAL YEAR 1979

DATA SYSTEMS SERVICE

Computer systems surveys:	
Completed	92
In process	36
Computer programs:	
Completed	978
In process	191
Computer jobs processed	95,017

ENGINEERING SERVICE

Maintenance service calls	26,542
Maintenance job orders	202
Specifications for new machinery and equipment	88
Machines installed	16
Machines relocated	49
Electrical power (kw-hrs.)	51,670,000
Gas (cu. ft.)	13,683,300
Water (gals.)	23,115,675
Steam (est. lbs.)	192,527,800

FINANCIAL MANAGEMENT SERVICE

Appropriations received	$109,050,000
Collections	$735,191,000
Disbursements	$804,890,000
Gross payroll	$158,057,000
Savings bonds issued	74,761
Personnel actions processed	12,920
Employee data base changes	14,485
Vouchers processed	302,420
Units processed for billing	577,362
Type measured (thousand ems)	1,082,661

GENERAL SERVICES

Internal printing requisitions processed	797
GPO Directives processed	154
Parking permits in effect	2,204
C&P telephone charges	$260,592
FTS cost	$365,556

LABOR-MANAGEMENT RELATIONS SERVICE

Labor agreements being negotiated	4
Grievances resolved	75
Unfair labor practice charges:	
Received	8
Dismissed	4
Pending	3
On appeal	1

MATERIALS MANAGEMENT SERVICE

Purchase orders	10,170
Value of purchase orders	$94,022,663
Paper purchased (lbs.)	123,258,996
Paper purchased (sheets)	29,221,526
Envelopes purchased	152,941,400
Containers purchased	2,458,303

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

Persons counseled	81
Complaints resolved at the counseling stage	33
Formal complaints processed	44
Promotion actions reviewed	89
Promotion certificates reviewed	112
Formal complaints filed	28
Promotion panels	132

PERSONNEL SERVICE

Employees trained	1,500
Treatments in Health Division	39,054
GPO Notices issued	63
GPO Instructions issued	8
Personnel actions	15,327
Classification actions	3,929
Special achievement awards	116
Outstanding performance awards	4
Corrective actions	230

SECURITY, INVESTIGATIONS, AND INSPECTION SERVICE

Full field investigations requested	44
National agency checks requested	476
Investigations and inquiries	190
EEO Investigations	20

TABLE 18

ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)
STATISTICS FOR
FISCAL YEAR 1979

Appropriation	$23,613,000
Sales mail orders	2,435,364
Letters of inquiry	408,447
Publications distributed free for other Government agencies	70,297,389
Publications distributed to depository libraries	19,580,302
Total publications distributed	136,748,763
Customers served by GPO bookstores	495,443
Amount of bookstore sales	$6,759,307*
Mailing lists maintained	851
Addresses on mailing lists	2,278,292
Total copies of available sales publications	42,398,726
Documents cataloged	41,482
Depository libraries	1,329
Orders for free Consumer Information publications	2,939,862

*Includes Non-Inventory Sales